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Memorandum For : Chief, Central Processing Branch, OP

Subject : Approval of Overseas Travel

Name of Traveler : _____

Date of Departure : _____

If PCS - May dependents travel: YES ☐ , NO ☐

I certify that the travel of this individual is essential.

Central Processing Branch is authorized to release necessary documentation and tickets to this traveler.

Signature of Deputy Director
Concerned or his designee

GROUP 1
Excluded from automatic
downgrading and
declassification

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